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DETACHMENT H

5 Oct. 1966

STANDARD OPERATING PROCEDURE

H-10-2 This Supersedes H-10-2 dated 27 July 1966

DUTIES OF SECURITY ASSISTANTS

- I. PURPOSE: To set forth the duties and responsibilities of Security Assistants.
- II. SCOPE: Provisions apply to all security personnel who act in the capacity of Security Assistants.
- III. RESPONSIBILITY: The Chief of Security is responsible for insuring adherence to these provisions.
- IV. PROCEDURES:
  - A. Primary duty is to keep aircraft under visual surveillance at all times.
  - B. Conduct periodic security inspections and checks during tour of duty and report all violations in the Daily Activity Log.
  - 25X1X7 C. Insure that no unauthorized personnel enter the hangar, and insure that [REDACTED] guards are on the alert.
  - D. Conduct fire inspections and report presence of faulty or loose wiring, oily rags not stored properly, uncapped or improperly stored inflammables, oil or fuel pools on the hangar floor and failure to properly ground aircraft. Check for presence of fire extinguishers and report fires as outlined in SOP on action to be taken in case of fire during non-duty hours.
  - 25X1X7 E. After normal working hours, lock all doors to hangar and building except right front hangar personnel door which is used as an entrance. When escorting [REDACTED] personnel, making security checks or when performing other duties that take you from the hangar floor, lock all doors.
  - 25X1X7 F. Escort all [REDACTED] uncleared personnel who require access to the hangar.

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G. During non-duty hours, be aware of U.S. and [REDACTED] personnel present in the hangar and their identities. Enter in the Daily Activity Log the identities of personnel who work on the aircraft during non-duty hours.

H. Take all incoming calls and insure that messages are promptly relayed.

I. In event of power failure, during non-duty hours, start the emergency generator and notify the Signal Center when this is done.

J. Admit only authorized personnel to the supply warehouse during non-duty hours.

K. Insure that the mail room is locked.

L. Insure that exterior lights are turned on and off as appropriate.

M. Report to the appropriate supervisor any equipment still operating after the end of the normal work day.

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N. Escort and protect the aircraft, with the assistance of the [REDACTED] guards, when it is being towed from the hangar to the runway and from the runway to the hangar. Specific duties are:

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(1) To coordinate the movement of the aircraft with the crew chief and the [REDACTED] Security Officer to insure that all concerned know the departure time and the route.

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(2) To post the [REDACTED] guards.

(3) To Keep the taxiways clear of obstacles and vehicles.

(4) To prevent unauthorized personnel from approaching the aircraft.

(5) To prevent unauthorized personnel from taking pictures.

O. Submit a written activity report at the end of each tour of duty.

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Distribution:

[REDACTED]  
Detachment Commander

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